

O F F I C E O F T R A I N I N G

Operations School
Staff Training

CLANDESTINE SERVICE RECORDS II # 1-72

12-16 July '71

Room 1A-13, Headquarters

25X1A


Chief Instructor

Room 615, 1000 No. Glebe Road
Ext. 3396

C-O-N-F-I-D-E-N-T-I-A-L

Clandestine Service Records II

OBJECTIVES

CS Records II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Service. It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.

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Monday, 12 July 1971

0830 - 0900 Course Introduction and Administration

0900 - 0950 Biographic Research in the Clandestine Service

An outline of research and investigative procedure. Biographic Research at Headquarters related to investigation in the Field.

1000 - 1200 The principal information collections outside the Clandestine Service: Readings in the CS Name Trace Handbook.

CI/Operational Approvals
(pp 65-66)

CRS/Biographic Research
(pp 75-79)

Office of Security (pp 83-84)

1200 - 1300 Lunch

1300 - 1350 Introduction to Non-CS Indices and Files

Special sources of information, within the CS but not covered by the CS Records System.

(Handbook, Sections III and IV, plus Annex A as appropriate).

1400 - 1420 [REDACTED] January 1968

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1420 - 1700 Biographic Research, Practical Exercise

Tuesday, 13 July

0830 - 1200 Practical Exercise (continued)

1200 - 1300 Lunch

1300 - 1700 Practical Exercise (Continued)

Wednesday, 14 July 1971

0830 - 1200	Practical Exercise (Continued)
1200 - 1300	Lunch
1300 - 1700	Practical Exercise (Continued). Writing the Meaningful Reply.

Thursday, 15 July

0830 - 1200	Practical Exercise (Continued)
1200 - 1300	Lunch
1300 - 1600	File Consolidation. Critique of Practical Exercise.
1600 - 1630	Final Administration

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

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